

Olympia WA 98504-2600 (360) 596-3945 FAX: (360) 596-3936



### FIRE INSTRUCTOR II

5.2	PROGRAM MANAGEME	CNT		I	Evaluati		et: 5.2.2 FOLIO
Cand	idate:	TASK: Schedule instructional sessor policy, instructional resources, states of the specified sessions are delivered to department or model policy.  Using a department-scheduling policy or model policy, or delivering training sessions, schedule a training course training schedule with time line, according to powritten documentation of acquiring instructional resources, instructors, equipment) according to policy entation is complete and legible  RETEST  EVALUATOR:	D	ate:			
Birth	Date:  TASK: Schedule instructional session policy, instructional resources, staff, so the specified sessions are delivered according to department or model policy.  THONS: Using a department-scheduling policy or model policy, instructional resources.  TASK STEPS  Submit written training schedule with time line, according to policy.  Finish written documentation of acquiring instructional resources (facilities, instructors, equipment) according to policy.  Documentation is complete and legible  TASK STEPS  RETEST EVALUATOR:		Last 4 digits of S	SS#:			
	DARD: 5.2.2 A 1041, 2012 Edition	policy, instruction	onal resources, staff, facil	ities, and	l time li	ne for de	elivery,
delive	ered according to department of our department. Using a department-	or model policyscheduling policy	or model policy, instructi		1		
	The line for delivering training		le a training course.	FIRST	TEST	RET	TEST
No.		TASK STEPS		Pass	Fail	Pass	Fail
1.	Submit written training scho	edule with time lin	ne, according to policy				
2.			acquiring instructional resources (i.e.,				
3.	Documentation is complete	and legible					
RETE APPR	ST OVED BY:		·-	•			
Evalua	ator/Candidate Comments:						
]	Evaluator (Print & Sign)	Date	Candidat	e		Da	nte
	Re-Test Evaluator		Re-Test Cand	idate	<del></del> -	De	nte

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### FIRE INSTRUCTOR II

5.2	PROGRAM MANAGEME	TASK: Formu policy, and cur goals are ident  OUTCOME: The candidate will form the identified and documented.  Using your department training goals and time line.  TASK STEPS  and document needs analysis completed budget for course (i.e., equal training goal is met		I	Evaluati	ion Shee PORT	et: 5.2.3 FOLIO	
Candi	date:	TASK: Formula policy, and curre goals are identified and documented.  NS: Using your department training goals, ed need and time line.  TASK STEPS  Induct and document needs analysis omit completed budget for course (i.e., equal) so that training goal is met	D	ate:				
Birth	Date:		Last 4 digits of S					
	DARD: 5.2.3 1041, 2012 Edition	policy, and curr	nte budget needs given tra ent resources, so the resourced and documented.					
trainin	g goals are identified and do	cumented.						
	ntified need and time line.			_			_	
No.		TASK STEPS					TEST Fail	
1.	Conduct and document need	ds analysis		POlate: SS#:  aining goals, agency becources required meeting eresources required to and current resources and current resources.  FIRST TEST Pass Fail Pass Fail Lette	1 455	ran		
2.	Submit completed budget for	ct and document needs analysis t completed budget for course (i.e., equipment cost, instructor, that training goal is met						
RETES APPRO	ST OVED BY:		RETEST EVALUATOR:					
Evalua	tor/Candidate Comments:							
F	Evaluator (Print & Sign)	Date	Candidat	e		Da	ite	
	Re-Test Evaluator	Date	Re-Test Cand	lidate	<u> </u>	Da	ıte	

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### FIRE INSTRUCTOR II

5.2	Candidate: Date:  Birth Date: Last 4 digits of SS#:  STANDARD: 5.2.4 NFPA 1041, 2012 Edition  PERFORMANCE OUTCOME: The candidate will acquire training resources so the resources are obtained within the established time lines, budget constraints, and according to agency policy.  CONDITIONS: Using your departmental training goals, agency budget policy, and current resources an identified need and time line.  NO  TASK STEPS  FIRST TEST	Evaluation Sheet: 5.2.4 PORTFOLIO					
Candi							
Birth	Date:		Last 4 digits of	f SS#:			
		resources are obta	ained within establishe				
within	the established time lines, bu ITIONS: Using your department	dget constraints, ar	nd according to agency	policy.			
	numed need and time ime.			FIRST	TEST	RET	TEST
No.		TASK STEPS				Pass	Fail
1.		s required for cours	e according to				
2.	Document the time frame to	acquire resources					
3.	Document that resources are	within established	budget				
				•			
Evalua	ntor/Candidate Comments:						
	Evaluator (Print & Sign)	Date	Candid	ate		Da	ite
	Re-Test Evaluator	Date	Re-Test Car	ndidate		Da	ıte

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### FIRE INSTRUCTOR II

5.2	PROGRAM MANAGEMI	TASK: Coordinate training record keed department policy, and training activity requirements are met.  TASK: Coordinate training record keed department policy, and training activity requirements are met.  TANCE OUTCOME: The candidate will coordinate training records and training records are met.  TASK STEPS  TASK STEP	F	Evaluati	ion Shee PRAC	et: 5.2.5 CTICAL	
Cand	idate:		Date:				
Birth	TASK: Coordinate training record ket department policy, and training active requirements are met.  ORMANCE OUTCOME: The candidate will coordinate training record rements are met.  OITIONS: Given training forms, department or model policy, and training activity form, according to department or model policy  Provide documents of completed training classes (i.e., roster, evaluation sheet, test results)  RETEST	Last 4 digits of	SS#:				
		department poli	cy, and training activity				
		candidate will coor	dinate training recordke	eping, so a	all agen	cy and le	gal
CONI	OITIONS: Given training form	ns, department or n	model policy, and trainin	g activity.			
No		T. az Czena		FIRST	TEST	RET	ΓEST
No.		TASK STEPS		Pass Fai		Pass	Fail
1.		form, according to	department or model				
2.		vide documents of completed training classes (i.e., roster, uation sheet, test results)					
RETE				•			
Evalua	ator/Candidate Comments:						
	Evaluator (Print & Sign)	Date	Candida	ate		Da	ıte
	Re-Test Evaluator	Date	Re-Test Car	ndidate		Da	

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### FIRE INSTRUCTOR II

5.2	PROGRAM MANAGEME						
Cand	TANDARD: 5.2.5  FPA 1041, 2012 Edition  TASK: Coordinate training record keeping, given training for department policy, and training activity, so all agency and le requirements are met.  ERFORMANCE OUTCOME: The candidate will coordinate training record keeping so all agency and uniquirements are met.  CONDITIONS: Given training forms, department or model policy, and training activity.  NO.  TASK STEPS  In writing, describe the training record keeping process, according to agency policy and legal requirements  In writing, describe the policy and/or procedure for auditing the						
Birth							
		department poli	cy, and training activity,				
		andidate will coor	dinate training record kee	eping so a	all agend	ey and le	gal
CONI	<b>DITIONS:</b> Given training form	s, department or n	nodel policy, and training	g activity.			
No			FIRST	TEST	RET	ΓEST	
NO.		TASK STEPS		Pass	Fail	Pass	Fail
1.			g process, according to	Date: SS#:  Ing, given training for so all agency and legeping so all agency and gractivity.  FIRST TEST Pass Fail P			
2.		cy and/or procedu	re for auditing the				
	CST			•			
Evalu	ator/Candidate Comments:						
	Evaluator (Print & Sign)	Date	Candida	te		Da	nte
	Re-Test Evaluator		Re-Test Can	didate		Da	

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### FIRE INSTRUCTOR II

5.2	PROGRAM MANAGEME	NT		E	Evaluati	on Shee PRAC	t: 5.2.6 TICAL			
Candi	date:		Da	ate:						
Birth	Date:		Last 4 digits of S	4 digits of SS#:						
NFPA	OARD: 5.2.6 1041 2012Edition ORMANCE OUTCOME: The ca	policy, and job pe areas of strengths style and commu- instructor feedbac	erformance requirements and weaknesses, recom- nication methods, and pr ek to the evaluator.	, so the omends clovides o	evaluati hanges pportur	on ident in instruction	ifies ctional			
	ths and weaknesses, recomme es opportunity for instructor f			nunicati	on meth	ods, and	1			
COND	ITIONS: Given an Instructor l	evaluation form, d	lepartment policy, and jo	b perfor	mance	requirem	ents.			
No.		TASK STEPS		FIRST Pass	TEST Fail	RET				
1.	Observa instructor and some	erve instructor and correctly complete instructor evaluation form				Pass	Fail			
2.		operly identify the instructor's strengths and weaknesses on co								
3.	Make appropriate recommer and/or communication meth									
4.	Provide instructor feedback	area to evaluation f	form or signature area							
RETES APPRO	ST OVED <b>B</b> Y:		RETEST EVALUATOR:							
Evalua	tor/Candidate Comments:									
E	Evaluator (Print & Sign)	Date	Candidate	e		Da	te			
	Re-Test Evaluator		Re-Test Cand	idate	<u> </u>	Da	te			

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### FIRE INSTRUCTOR II

5.3	INSTRUCTIONAL DEVE	LOPMENT		I	Evaluati	on Shee PORT	
Cand	idate:			ate:			
Birth	Date:	Last 4 digits of SS#:					
	DARD: 5.3.2 A 1041, 2012 Edition	a standard lesson learning objective	lesson plan, given a topic plan format, so the job pes for the topic are address, a lesson outline, cours plan.	erforma ssed, an	nce requenced the pla	uirement an includ	s or les
requir mater	ormance Outcome: The carements for the topic are achie ials, instructional aids, and an outrions: Given a topic, audie	ved and the plan in evaluation plan.	cludes learning objective	es, a less	on outli	ne, cour	se
	THOMS. Given a topic, addic		and a standard four-step	_	-	RET	EST
No.	TASK STEPS    FIRST TEST     Pass   Fail     Pass   Fail     Develop a lesson plan using a standard four-step lesson plan format   List job performance requirements for course taught, including						Fail
1.			• •				
2.	List job performance require learning objectives, a lesson instructional aids						
3.	Develop an evaluation plan met	that documents the	JPR's for course were				
4.	Lesson plan appropriate for	audience					
	Topic: (selected per student	needs assessment a	and department need)				
RETE: APPR	ST OVED <b>B</b> Y:		RETEST EVALUATOR:				
Evalua	ator/Candidate Comments:						
1	Evaluator (Print & Sign)	Date	Candidat	e		Da	te
	Re-Test Evaluator	Date	Re-Test Cand	idate	<u>-</u>	Da	te

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### FIRE INSTRUCTOR II

5.3	INSTRUCTIONAL DEVE	LOPMENT		]	Evaluati	on Sheet	
Cand	idate:		Г	Pate:			
Birth	Date:		Last 4 digits of	SS#:			
	DARD: 5.3.3 1041, 2012 Edition	characteristics, and learning objective	n existing lesson plan, gind a lesson plan, so the joes for the topic area address, a lesson outline, cour plan.	ob perfor essed, ar	mance r	equireme an includ	les
the to	<b>ORMANCE OUTCOME:</b> The copic are achieved, and the plant ctional aids, and an evaluation	includes learning					ents for
COND	ITIONS: Given a topic, lesso	n plan, audience ch	naracteristics, and a stand	lard lesso	on plan f	ormat.	
No.		TASK STEPS					TEST
1.	Modify an existing lesson p	olan using a standar	rd four-step lesson plan	Pass	Fail	Pass	Fail
2.	List job performance require objectives, lesson outline, a instructional aids						
3.	Develop an evaluation plan	that documents the	e JPR's for course were				
4.	Lesson modifications appro	priate to audience					
	Topic: (selected per studen	needs assessment	and department need)		a topic, audie erformance red, and the pla aterials, instructions materials aterials. Test as Fail		
	Approved by Chief:						
	Signature:	Printed Nar	ne:				
RETE:	ST OVED BY:		RETEST EVALUATOR:				
Evalua	ntor/Candidate Comments:						
]	Evaluator (Print & Sign)	Date	Candida	te		Da	te
	Re-Test Evaluator	Date	Re-Test Can	didate		Dat	te



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### FIRE INSTRUCTOR II

5.4	INSTRUCTIONAL DELIV	ERY		F	Evaluati		et: 5.4.2 CTICAL
Cand	TASK: Conduct a class using a lesse prepared and that involves the utilizand techniques, given a topic and a topic cand at objectives are achieved.  REFORMANCE OUTCOME: The candidate will conduct a class using a lesse pared and that involves the utilization of multiple teaching methods and objectives.  Conduct a class using a four-step lesson plan prepared by the instructor  Use multiple teaching techniques  Use multiple teaching methods (i.e., conference, discussion)  Meet lesson objectives  Lesson appropriate to needs of target audience  TEEST PEROVED BY:  RETEST EVALUATOR:  RETEST EVALUATOR:		Date:				
Birth		s of SS#:					
NFPA	. 1041, 2012 Edition	prepared and that and techniques, g objectives are ach	involves the utilizat given a topic and a tanieved.	ion of multip	ple teacl e, so the	ning met e lesson	plan
						tructor h	ıas
COND	ITIONS: Given a topic and a	target audience.					
No.		TACK STEDS		FIRST	TEST	RE'	TEST
110.				Pass	Fail	Pass	Fail
1.		-step lesson plan p	repared by the				
2.	Use multiple teaching techn	iques					
3.	Use multiple teaching method	ods (i.e., conference	e, discussion)				
4.	Meet lesson objectives			Date:  s of SS#:  plan that the instructor has ion of multiple teaching merget audience, so the lesson son plan that the instructor techniques.  FIRST TEST REPASS Fail Pass  Addate D			
5.	Lesson appropriate to needs	of target audience					
RETES	TASK: Conduct a class using a lessor prepared and that involves the utilization and techniques, given a topic and a topic tives are achieved.  FORMANCE OUTCOME: The candidate will conduct a class using a leared and that involves the utilization of multiple teaching methods an NOTTIONS: Given a topic and a target audience.  TASK STEPS  Conduct a class using a four-step lesson plan prepared by the instructor  Use multiple teaching techniques  Use multiple teaching methods (i.e., conference, discussion)  Meet lesson objectives  Lesson appropriate to needs of target audience  TEST  ROVED BY:  RETEST  EVALUATOR:  Evaluator (Print & Sign)  Date  Cand	<b>-</b>					
Evalua	ntor/Candidate Comments:						
	Evaluator (Print & Sign)		Cand	idate		Da	ate
	Re-Test Evaluator		Re-Test C	andidate		Da	ate



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### FIRE INSTRUCTOR II

5.4	INSTRUCTIONAL DELIV	VERY		F	Evaluati		t: 5.4.3 FOLIO
Cand	idate:		D	ate:			
Birth	Date:		Last 4 digits of S	SS#:			
	DARD: 5.4.3 1041, 2012 Edition	training scenario	e other instructors and stu with increased hazard ex actices are followed and is	posure,	so appli	icable sa	fety
	ORMANCE OUTCOME: The cang, so applicable safety standa	andidate will super	vise other instructors and	d students during high-l			
COND	OITIONS: Given a training sce	nario with increase	d hazard exposure.				
No.		TASK STEPS		FIRST Pass	TEST Fail	RE'	геѕт Fail
1.	Supervise instructors approduring high-hazard training		o policy and procedures	1 455		1 455	
2.	Supervise students according hazard training	g to policy and pro	cedures during high-				
3.	Correctly follow applicable practices	safety standards an	d incident command				
4.	Performance of instructors/sachieved	students indicates in	nstructional goals				
	Topic: (selected per student	needs assessment a	and department need)				
	Approved by Chief:						
	Signature:	Printed Nam	ne:				
RETE:	ST OVED BY:		RETEST EVALUATOR:				
Evalua	ntor/Candidate Comments:						
I	Evaluator (Print & Sign)		Candidate	<u> </u>		D:	ate
•			Ro-Tost Candi				
	Ro-Tost Evaluator	Data	Ra_Tact Candi	data		1)4	ıtα

♦ High-hazard training examples: live fire, hazardous materials, above and below ground grade rescue, and evolutions with power tools.



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### FIRE INSTRUCTOR II

5.5	EVALUATION AND TEST	TING		F	Evaluati		et: 5.5.2 FOLIO
Candi	idate:		D	ate:			
Birth	TASK: Develop studen objectives, audience chinstrument determines the instrument evaluate manner, and the evaluate group.  PERFORMANCE OUTCOME: The candidate will develop stunstrument determines if the student has achieved the learning performance in objective, reliable, and verifiable manner, and udience or group. (Evaluation instrument should cover both conditions: Given learning objectives, audience character and practical examinations objectives and training goals  1. Develop student written and practical examinations objectives and training goals  2. Provide test item analysis  Evaluation forms are bias-free to any audience or group objective, reliable, and verifiable manner  RETEST  RETEST	Last 4 digits of S	SS#:				
		objectives, audier instrument detern the instrument ev manner, and the e	nce characteristics, and traines if the student has a aluates performance in o	raining g chieved bjective	oals, so the lear , reliabl	the evaluing objustes, and vo	ectives, erifiable
instrui perfor audier	ment determines if the student mance in objective, reliable, a ace or group. (Evaluation inst	has achieved the loand verifiable mann trument should cover	earning objectives, the interpretation in ear both cognitive and psy	strumen strumen ocho mo	t evalua t is bias	ates -free to a	
			aracteristics, and training		TEST	Re'	TEST
No.		TASK STEPS		and the evaluation instrument is bias- oth cognitive and psycho motor skills teristics, and training goals.    FIRST TEST     Pass   Fail     s based on learning     group (i.e., gender, rformance in an	Pass	Fail	
1.	_	1	ions based on learning				
2.	Provide test item analysis						
3.	cultural); evaluation forms d	lesigned to evaluate					
RETES			RETEST	I.			
			EVALUATOR:				
I	Evaluator (Print & Sign)	Date	Candidate	2		Da	ate
	Re-Test Evaluator	Date	Re-Test Cand	idate	<u> </u>	Da	ate



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### FIRE INSTRUCTOR II

5.5	EVALUATION AND TEST	ΓING		E	Evaluati	ion Shee PORT	et: 5.5.3 FOLIO
Cand	idate:		I	Date:			
Birth	Date:		Last 4 digits of	SS#:			
NFPA	DARD: 5.5.3 A 1041, 2012 Edition ORMANCE OUTCOME: The ca	evaluation goals the instructor on learning environ	a class evaluation instruction, so that students have the instructional methods, coment, course content, and lop course evaluations so	e ability to ommuniced student	to provi cation te materia	de feedb chnique ds.	es,
_	de feedback to the instructor on the instructor on the feedback to the instructor of the feedback to the feedback to the instructor of the feedback to t		thods, communication te	chniques	, learnir	ng	
COND	OITIONS: Given agency policy	and evaluation go	oals.				
No.		TASK STEPS		FIRST		RET	ΓEST
1.	Develop and submit a course the ability to give feedback		that shows student has	Pass	Fail	Pass	Fail
	a. Instructional methods						
	b. Communication techniq	ues					
	c. Learning environment						
	d. Course content						
	e. Student materials						
RETE:	ST OVED <b>B</b> Y:		RETEST EVALUATOR:				
Evalua	ator/Candidate Comments:						
	Evoluctor (Duint & Sime)	Doto	Condidate	<b>.</b>		Do	
1	Evaluator (Print & Sign)	Date	Candidat			Da	
	Re-Test Evaluator	Date	Re-Test Cand	lidate		Da	ıte

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